

CITY OF KELSO, WASHINGTON

REQUEST FOR QUALIFICATIONS

FOR

**PROFESSIONAL AIRPORT – GIS SERVICES,
AND ENGINEERING SERVICES**

AT

SOUTHWEST WASHINGTON REGIONAL AIRPORT (KLS)

**REQUESTS FOR QUALIFICATIONS
FOR
OBSTRUCTION SURVEY/AIRPORT AIRSPACE ANALYSIS
AND
PROFESSIONAL ENGINEERING SERVICES FOR OTHER AIRPORT WORK
Southwest Washington Regional Airport (KLS)**

I. INTRODUCTION

The City of Kelso (City) as sponsor of a public use airport facility is soliciting Statements of Qualifications (SOQ) and Experience for Airport - GIS Survey Services – (may include nominal planning and engineering support for an Obstruction Survey/Airport Airspace Analysis (OS/AAA) at the Southwest Washington Regional Airport (KLS); and the City is requesting firms interested in Engineering Design and Construction Management and Construction Inspection Services for all other listed airport projects to *submit a separate SOQ*.

The City's selection process is intended to be in compliance with the FAA Advisory Circular 150/5100-14 (latest edition) entitled "*Architectural, Engineering and Planning Consultant Services for Airport Grant Projects*".

Firms may submit on Airport – GIS Survey Services or engineering services for all "Other Airport Projects, or both services. The Airport – GIS services selection process will be conducted concurrently with the engineering design and construction management/inspection services selection process. The City reserves the right to select either one firm for both Airport - GIS and engineering services for "Other Airport Projects", or separate firms for Airport - GIS and engineering services for "Other Airport Projects".

The Airport - GIS Project and "Other Airport Projects" listed in this Request for Qualifications (RFQ) are anticipated to be funded in part by Federal Aviation Administration (FAA) Airport Improvement Program (AIP) funds, WSDOT-Aviation funds and/or City funds.

The City plans to submit a grant application with the FAA for Airport - GIS Services study to commence on or after January 1, 2017, subject to the availability of federal funds. It is the City's desire to have selected a consultant and negotiated a contract by that time so that the Airport - GIS Project can begin as soon as the grant funds are available.

Implementation of all, some or none of the other airport projects listed in this (RFQ) is not guaranteed, and subject to circumstances brought about by data provided by the Airport – GIS Project or other issues.

II. GENERAL EXTENT OF WORK

Airport - GIS

The initial contract is for the Airport – GIS Project and includes Obstruction Survey/Airport Airspace Analysis (OS/AAA) services, and is described in general terms below. The Southwest Washington Regional Airport reserves the right to inquire into the prospective proposer's ability to provide Professional Services, as defined below, and to amend the approximate project scope of work, at the Southwest Washington Regional Airport's sole discretion, to include any or all of the below listed services, or other similar work required to analyze and evaluate airport obstructions, surrounding airspace, and other airport features and operations related to the approved Airport Layout Plan or airport development.

Airport – GIS Project, Approximate Project Elements

Meet with the FAA and other concerned agencies and parties on matters affecting the project.

Obstruction Survey/Airport Airspace Analysis (OS/AAA) Perform high-accuracy obstruction survey, airport airspace analysis, and aeronautical information, and meet the requirements as specified in AC 150/5300-16, AC 150/5300-17, and AC 150/5300-18; and AGIS Integrated Distance Learning Environment Materials (IDLE)

Determine the potential effect of on- and off-airport objects on features shown on the approved Airport Layout Plan, airport operations, future/existing instrument approach procedure, and nonstandard airport conditions.

Identify mitigating measures to enhance safe air navigation. Provide basic engineer and project management services normally.

Engineer Services may include basic engineer and project management services normally required to determine feasibility and cost of construction and obstruction removal.

Provide basic engineering feedback required for defining project phases, and establish project requirements on finances, schedules, or other pertinent preliminary engineering matters.

Planning Services may include basic planning and project management services normally required for preliminary evaluation of the airport environment and tasks mentioned below.

- 1) Identify mitigation measures to enhance safe air navigation and meet Airport Design Standards in accordance with Part 77, and Advisory Circular (AC) 150/5300-13A, and other pertinent advisory circulars listed in FAA "Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects", current edition.
 - a) Reassess the potential effect of obstructions and airport circumstances on air navigation, airport development, and federal funding.
 - b) Preliminary planning level overview of nonstandard Airport Design conditions; development of schematics, drawings, or sketches.
 - c) Preliminary examination of the effect of obstructions in terms of environmental, land use, airport surroundings, and airport development.

- 2) Provide planning level analysis, narrative, preliminary layouts for lower instrument approach procedure minimums and.

“Other Airport Projects”

Possible other projects, and/or locally funded projects anticipated include, but may not be limited to the following projects:

1. Airfield Pavement Maintenance or Rehabilitation
2. Construct Taxiways (such as for new hangar area)
3. Rehabilitate Runway Safety Area and Object Free Area
4. Modify/Construct drainage ditch
5. Construct Helipads
6. Rehabilitate or Replace equipment (such as airfield lights, Nav-Aids, signs)
7. Pavement Rehabilitation
8. Other miscellaneous airport work as may be required funded with AIP funds, or projects funded by the airport owner

Services to be provided for this list of project may extend for a period up to five (5) years at the airport owner’s discretion. Design and/or construction administration for specific project(s) must be negotiated and/or implemented within the 5-year timeframe to be eligible for AIP funds.

“Other Airport Projects”, Approximate Project Elements

Meet with the FAA and other concerned agencies and parties on matters affecting the project.

Preliminary Phase activities required for defining the scope of a project and establishing preliminary requirements include but not limited to the following.

1. Design conferences to coordinate or resolve design matters.
2. Coordinate project with FAA personnel and other stakeholders
3. Develop preliminary design drawings and cost estimates

Design Phase includes all activities required to undertake and accomplish a full and complete project design. Examples include but are not limited to:

1. Prepare necessary engineering and special environmental studies for design considerations and NEPA environmental approval.
2. Prepare detailed plans, specifications, costs estimates and project schedules

Bidding Phase involves assisting the Sponsor in advertising and securing bids negotiating for services, analyzing bid results and furnishing recommendations on the award of contracts, and preparing contract documents

Construction Phase

1. Represent the Sponsor during all phased of Construction
2. Inspect work in progress and provide appropriate reports
3. Review, analyze and accept laboratory and mill test report of materials and equipment
4. Make final inspections and submitting punch-lists and a report of the completed project

Project Closeout Phase involves basic services necessitated after the completion of a construction contract.

III. **CONTRACT LIMITATIONS:**

- A All parties competing for all “Other Airport Projects” advertised are advised that the work may be accomplished over the course of several grant projects.
- B. All parties are advised that some of the services may not be required and that the owner reserves the right to initiate additional procurement action for any of the services included in this procurement.
- D. The contract shall be limited to services covered by the negotiated scope of work and fee for a specific project.
- E. Fees and services not in the initial contract - Airport – GIS Project shall occur under a separate negotiated scope of work and fee schedule.

A scope of work and fee schedule shall be developed by the consultant at the time specific work for “Other Airport Projects” - if needed and identified by the airport owner.

A cost analysis shall be performed for the scope of work for Airport – GIS, and for the scope of work of specific “Other Airport Projects”. The City reserves the right to negotiate with and/or award a contract to other consultants sequentially ranked (by the sponsor’s selection committee) behind the selected consultant in the event that the City and the selected consultant negotiate but are unable to agree upon a detailed scope of work or cost of contract.

IV. **SELECTION PROCESS:**

- A The selection of a consultant shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required. Please DO NOT submit any cost information with your SOQ, as this would be a violation of federal procurement regulations for selection of professional services.

The sponsor will select the services of a firm to provide professional engineering and construction management/inspection services, and/or a firm capable of Airport – GIS implementation and analysis in accordance with current FAA AIP standards. All firms should be capable of FAA Airport Improvement Program (AIP) grant preparation and administration assistance, and should be knowledgeable and experienced with Airport Improvement Program requirements.

1. **Requests for Qualifications for all “Other Projects”**

- 1.1 Proposers shall submit five (5) copies of the Statements of Qualifications for engineering and construction management/inspection services at the Southwest Washington Regional Airport in response to the Request for Qualifications (RFQ). The format shall be as follows, and please limit your SOQ submittal to twenty (20) pages:
 - a) General description of firm: Include company organizational structure, company history and background, size of company, recent experience in comparable airport/aviation projects in a similar environment, experience with federal government projects, specifically FAA and the Airport Improvement Program.
 - b) Knowledge, experience, qualifications and capability of your firm successfully complying, performing, and administering all requirements of the FAA AIP grant

program, AIP airport design and construction standards, airspace requirements, as well as familiarization with FAA Orders and Advisory Circulars, FAA standards, and the NEPA process.

- c) Affiliation with other firm(s): Identify other firms that you plan to subcontract or joint venture with, if any, for this contract.
- d) Identify key person(s) in firm(s) who will work on the design, and field engineering portion of the projects and who will be directly in charge of Southwest Washington Regional Airport's projects; describe the roles these key persons will fill, their background and their experience.
- e) Current workload: Availability to proceed with the design and construction phases for proposed projects. This section should include a depiction of the firms proposed project schedule, including major tasks and target completion dates.
- f) Technical approach: A brief discussion of the tasks or steps that the consultant will undertake to accomplish the work described in the scope of work.
- h) References from all other airport projects within the last three (3) years; include contact person, airport, project(s), and phone number(s).
- i) Demonstrated capability to meet schedules, deadlines, without delays, cost escalations or overruns and contractor claims.
- k) References from comparable airports.
- l) Evidence that the consultant has established and implemented an Affirmative Action Program (*see "DBE participation" in Selection section, below*).

Description of ability to qualify as a Disadvantaged Business Enterprise (DBE) under 49 CFR 26 – (if unable to qualify, so state).

Detailed description of ability to purchase supplies and/or services from qualified DBE - (if unable to purchase, so state)

2. Requests for Qualifications for Airports – GIS Project

2.1 Proposers shall submit five (5) copies of the Statements of Qualifications for Airports – AGIS Project at the Southwest Washington Regional Airport in response to the Request for Qualifications (RFQ). The format shall be as follows, and limited SOQ submittal to twenty (20) pages:

- a) General description of firm: Include company organizational structure, company history and background, size of company, recent experience in comparable airport/aviation projects, and experience with federal government projects specifically FAA and the Airport Improvement Program.

- b) Knowledge, experience, and capability to successfully perform and/or administer all of the requirements for the Airport – AGIS Project.

Provide previous experience in similar or related survey work. Recent experience in airport projects, including special project areas (e.g., airport obstruction surveys)

Qualified key personnel with experience in Airport – GIS surveying, Airport - GIS data collection, analysis and coordination, Quality Control, and experience in Airport – GIS project requirements and flow. Include resumes for the Project and Site Manager(s) to be included in the proposal

Demonstrate Project Managers and Project Team 's managerial capabilities, specifically the ability to integrate data obtained using various collection methods and integrating it into project specific deliverables

- c) Affiliation with other firm(s): Identify other firms that you plan to subcontract or joint venture with, if any, for this contract.
- d) Identify key person(s) in firm(s) who will work on the design, and field engineering portion of the projects and who will be directly in charge of Anywhere USA Airport's projects; describe the roles these key persons will fill, their background and their experience.
- e) Demonstrated all necessary professional engineering, architectural, surveying, planning and project management services related to performing and meeting the requirements as specified in AC 150/5300-16, AC 150/5300-17, and AC 150/5300-18
- f) Capability to conduct obstruction surveys at constraint airports, or conduct surveys that are particularly complex or have unique features. Capability to evaluate obstacles relative to FAA-defined Airport Airspace Analysis Surfaces, Part 77, Nav-Aids, and Airport Design Standards.
- g) Demonstrated understanding of the project's potential problems and the airport owner's special concerns;
- h) Qualified and experienced sub-contractors to be engaged in our project and describe similar work performed and location.
- i) Demonstrated ability to implement quality control measures, identify problems completely, and implement corrective action promptly in order to meet contract schedule requirements
- j) The contracting firm, including sub-contractors and special consultants, should have adequate personnel to complete to the scope of all contracted work; depth, variety, and availability of required staff disciplines; insurance coverage; information from references on all Airport – GIS Projects over the last 3-years and previous related experience; and demonstrated ability to complete work within budget

B. All submittals must be sent, and any questions or comments directed to Michael Kardas, Kelso City Engineer, P.O. Box 819, Kelso, WA 98626, at (360) 577-3376 or mkardas@kelso.gov.

- C. All submittals must be received at the address by Friday, September 30th, 2016 at 4:00pm.

Submittals must contain the name, address, and daytime telephone number for contact person(s) to whom additional selection process requests should be communicated.

- D. All submittals must be clearly labeled in all capital letters “AIRPORT – GIS PROJECT” or “ALL OTHER AIRPORT PROJECTS” on the back of the envelop. Unlabeled submittals may be returned to the sender.

V. **SELECTION: Evaluation Criteria and Weighing**

The selection criteria that will be used to rank statements of qualifications are listed herein.

Contracts will be subject to the provisions of Executive Order 11246 (affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of Department of Transportation Regulations 49 CFR Part 26 (Disadvantaged Business Enterprise Participation) and 49 CFR Part 30 (Foreign Trade Restriction Clause).

The selection of the firm to do the work will be done by a committee selected by the City of Kelso City Engineer. After the deadline for receipt of qualifications, the subcommittee will review the qualifications and may select one firm to negotiate a contract based upon a mutually understood, detailed scope of work. If deemed necessary by the subcommittee, at least two, (but not more than five, firms may be invited for interviews. Interviews may be located at Kelso City Hall, 203 S. Pacific Avenue, Kelso, WA 98626 or by phone. The final selection of the firm with which to negotiate a contract will be based upon the qualifications criteria listed above, as well as:

- A. Capability to perform all or most aspects of the project, such as preliminary design, construction management, bidding services, Airport Layout Plan revisions, environmental evaluations – such as documented category exclusion, financial analysis, preliminary civil design, mechanical and electrical engineering.

Or, for Airport – GIS Project, demonstrate ability to implement quality control measures, identify problems completely, and implement corrective action promptly in order to meet contract schedule requirements and AIP standards.

(25)

- B. Key personnel’s professional background and successful relevant experience in airport projects comparable to the proposed projects. **(20)**

- C. Demonstrated ability to meet Airport Improvement Program design and construction standards, project schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims.

Demonstrated ability to meet Airport Improvement Program Airport - GIS standards, NGS requirements, project schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims.

(20)

- D. Quality of projects previously undertaken that are comparable to proposed projects. **(15)**
- E. Familiarity with the project and demonstrated understanding of the projects potential problems and the owner's special concerns. **(10)**
- F. Capability to furnish qualified inspectors with FAA Airport Improvement Program project experience for construction inspection.

Or, capability to furnish qualified and experienced team for all phases of Airport – GIS Project; and knowledgeable of specific issues at the Southwest Washington Regional Airport.

(10)

- G. Construction contract management skills, knowledge, experience and capabilities; ability to implementation and enforce the construction contract; ability to complete projects on budget and on time; and demonstrated capability to properly administer projects funded by the Federal Aviation Administration Airport Improvement Program (AIP) (references and examples).

Or, skills, knowledge, experience and capabilities in Airport – AGIS; ability to implement an Airport – GIS Obstruction Survey and Airport Airspace Analysis; ability to complete projects on budget and on time.

(10)

- H. DBE participation may be noted but not part of the consultant selection rating system.

The City will establish a DBE plan, if required by FAA regulations. The RFQ submittal should include the following information:

- Description of the kind of work that can be subcontracted.
- The estimated percentage of the kind of work identified as subcontractable.
- Identification of subcontract work items which could be performed by DBE firms.
- Name, address, and name of certifying agency of those DBE firms that are anticipated to perform the work items identified in item number three.

(Scoring: N/A)

VI. **TIME SCHEDULE**

The City will endeavor to use the following time schedule in its selection:

- A. Statement of Qualifications must be received by **4:00 p.m., September 30, 2016** at Kelso City Hall.

- B. Preliminary evaluations of qualifications will be made by **October 28, 2016**.
- C. Submitters will be notified of either selection or short listing for in person or phone interviews.
- D. If interviews are required, time, schedule and process will be determined by Selection Committee. Interested applicants should not expect compensation of costs associated with the interview or applicant's submittal package.

VII. **SELECTION COMMITTEE:**

All Qualification documents submitted shall become the property of the City or Southwest Washington Regional Airport and may thereafter be used by the City or Southwest Washington Regional Airport without compensation to the Proposers.

Any Qualification documents received after the above date and/or time will be returned unopened. All envelopes must be clearly marked "**Statement of Qualifications**". The City reserves the right to reject any and all proposals and to accept any proposal that is deemed to be in the best interest of the Southwest Washington Regional Airport.

The contents of any Statement of Qualifications shall not be disclosed so as to be available to competing offers during negotiations process.

ADDITIONAL INFORMATION

No cost or fee schedules shall be submitted. FAA grant guidelines require cost and fee information to be presented during contract negotiations after the selection of the most qualified consultant with which to negotiate.

Incurring Costs

It is understood that all submittals will become a part of the public file on this matter, without obligation to the City. The City reserves the right to reject any or all submittals.

The consulting firm is responsible for all costs related to the submittal of their applications, preparation of documents or submittals needed for negotiations, and the costs incurred in traveling to and participating in any meetings associated with selecting the consultant and negotiating an agreement.